

From: [R6HarveySITL](#)
To: [R6HarveyInfo](#)
Subject: FW: Community liaison report
Date: Saturday, September 9, 2017 8:27:10 PM
Attachments: [Hurricane Harvey Community Liaison Group Report Sept. 9, 2017.docx](#)

From: Coats, Janetta
Sent: Saturday, September 9, 2017 8:27:08 PM (UTC-06:00) Central Time (US & Canada)
To: Smith, Monica; Taheri, Diane; R6HarveySITL
Cc: Carroll, Craig; Webster, Susan; Hayes, Scott; Williams, David (R7); Price, Lisa; Snowbarger, Robert; Smalley, Bryant
Subject: RE: Community liaison report

Monica,

When I received your preferred format the report was complete.

The CLs' do not submit daily reports until 4 pm.

The reports are set up to identify the various issues/concerns by county.

Thanks,

Janetta

-----Original Message-----

From: Smith, Monica
Sent: Saturday, September 09, 2017 6:55 PM
To: Coats, Janetta <coats.janetta@epa.gov>; Taheri, Diane <Taheri.Diane@epa.gov>; Leos, Valmichael <Leos.Valmichael@epa.gov>
Cc: Carroll, Craig <Carroll.Craig@epa.gov>; Webster, Susan <webster.susan@epa.gov>; Hayes, Scott <Hayes.Scott@epa.gov>; Williams, David (R7) <Williams.Dave@epa.gov>; Price, Lisa <Price.Lisa@epa.gov>; Snowbarger, Robert <Snowbarger.Robert@epa.gov>; Smalley, Bryant <smalley.bryant@epa.gov>
Subject: RE: Community liaison report

By the way, we need an update at noon and 9 pm each day to the r6HarveySITL@epa.gov mail box so it can be included in the daily report.

Please use the following formatting

1. Font: Calibri 12 font
2. Only single spacing should be used for narrative portions.
3. Tables should be provided in Excel and should have legends.
4. No acronyms should be used without having been spelled out first.
5. Please try not to use passive language. For ex: have been
6. In your summaries please include the date (month, day, and year) format for activities. For example: August 29, 2017

Thanks - Monica

-----Original Message-----

From: Smith, Monica

Sent: Saturday, September 09, 2017 4:52 PM

To: Coats, Janetta <coats.janetta@epa.gov>; Taheri, Diane <Taheri.Diane@epa.gov>; Leos, Valmichael <Leos.Valmichael@epa.gov>

Cc: Carroll, Craig <Carroll.Craig@epa.gov>; Webster, Susan <webster.susan@epa.gov>; Hayes, Scott <Hayes.Scott@epa.gov>; Williams, David (R7) <Williams.Dave@epa.gov>; Price, Lisa <Price.Lisa@epa.gov>; Snowbarger, Robert <Snowbarger.Robert@epa.gov>; Smalley, Bryant <smalley.bryant@epa.gov>

Subject: Community liaison report

Mary and Carl asked me to remind you that they expect a report from your group on issues communities are raising, and accomplishments your group had each day.

Sent from my iPhone